

MEMORANDUM

VIA:

SUBJECT:

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b. The secretary to the Chief of Liaison and Coordination Staff has a job that is comparable to a. She will have to assume great responsibility in the absence of the Chief and also exercise professional judgment in preparing coordinated plans with other agencies.

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c. The secretaries, CAF-5, for the Liaison and Coordination officers must not only possess a high degree of secretarial skill but will, in fact, be called upon to provide continuity for their respective sections. It is expected that there will be a relatively high rate of turn-over among the Liaison and Coordination Officers because they may be detailed to OPC by their respective agencies for relatively short tours of duty. The secretary will be required to know all the business that is pending, as well as that which has gone before, and to furnish continuity in policy and contacts. This job is far above that of a routine stenographer-secretary.

d. The responsibilities which will be placed upon the Mail and File Supervisor who serves as Cable Control Officer could not possibly be performed by a person with lower capabilities than those usually found in a CAF-7. In fact, this position is probably underrated on that basis. As pointed out in an oral presentation, this person will be called upon to exercise an extremely high degree of discretion and responsibility and will need to be fully cognizant of all operational and policy matters in all phases of our programs. It would be both insecure and inefficient to entrust these duties to anyone who was not at least rated at a CAF-7.

e. The Mail and File Supervisor, CAF-7, who serves as Chief of Central Files, is also serving as officer in charge of Control of Issuances. An error was made in preparing the job description in that we failed to reflect this very important and very difficult aspect of the work. In view of the many difficulties (which were presented orally) that grow out of handling world-wide operations of a diverse nature where security is paramount, the person who is charged with the responsibility of control of issuances must have a detailed grasp of the substantive work as well as administrative procedures and be able to edit and control all issuances in a way that will prevent duplication and conflict. There is no question but what this job is underrated at a CAF-7 and it would be foolhardy to attempt to rely on the judgment and discretion of a person who failed to have the ability to handle the work as outlined above.

f. Since the Mail and File Supervisor, CAF-5, will be called upon to serve as the assistant and deputy to e. above, this position should be rated at least CAF-5 to prevent serious errors and irreparable damage in carrying out the duties that will be assigned.

g. The Secretary-Stenographers, CAF-5, who are assigned to the Assistant Chiefs for Personnel and Training will be required to exercise judgment and discretion far above that of a routine secretary-stenographer. It is anticipated that Assistant Chiefs for Personnel and Training will be out of Washington for pro-

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tracted periods during which time the secretaries will have to assume the duties of providing policy and contact continuity. This is not an infringement upon the duties of the Administrative Assistant in each of these divisions because those jobs will have full-time duties of a different category. Moreover, the secretaries will be called upon to serve as deputies to the administrative assistants and handle their work during leaves of absence.

4. As pointed out above, it is extremely difficult to reflect accurately the duties of these positions without specifically describing their functions. It is important to remember that OPC is like an iceberg with less than 20% showing above the waterline. It is, in fact, an executive agency utilizing the facilities of other agencies to the greatest extent possible and operating a large organization that is not reflected in the overt table of organization. In view of the additional responsibilities that have been placed upon OPC, even since the establishment of the Office two months ago, it is imperative that the positions be filled as promptly as possible with the most competent people that can be procured. I wish to reassure you that every job description has been most conservative and, unfortunately, some of them have been underrated because we were unable to anticipate the needs in full detail when our original request was filed. I also want to re-emphasize the fact that insofar as possible it is our intent to operate completely within the spirit and letter of the Classification Act. For this reason, I appeal for your counsel and assistance in both classifying and filling the positions and specifically request that you do not rate any of the jobs lower than we have requested without giving an opportunity to provide additional justification in any cases where that may be necessary.

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Executive for Administration
& Training, OPC

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